



Иностранный язык в профессиональной сфере рабочая программа дисциплины

Закреплена за кафедрой	Экономики, управления и финансов
Учебный план	38.03.04-ГМУ-2022 очно-заочная форма 38.03.04 Государственное и муниципальное управление Направленность (профиль) «Региональное управление»
Квалификация	бакалавр
Форма обучения	очно-заочная
Общая трудоемкость	6 ЗЕТ

Часов по учебному плану	216	Виды контроля в семестрах:
в том числе:		экзамен 5
аудиторные занятия	32	зачет 4
самостоятельная работа	148	
часов на контроль	36	

Распределение часов дисциплины по семестрам

Семестр («Курс», «Семестр на курсе»)	4 (2.2)		5 (3.1)		Итого	
	Неделя		Неделя			
Вид занятий	УП	РП	УП	РП	УП	РП
Практические	18	18	14	14	32	32
В том числе инт.	8	8	8	8	16	16
Итого ауд.	18	18	14	14	32	32
Контактная работа	18	18	14	14	32	32
Сам. работа	90	90	58	58	148	148
Часы на контроль			36	36	36	36
Итого	108	108	108	108	216	216

Рецензент(ы):

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Рабочая программа дисциплины

Иностранный язык в профессиональной сфере

разработана в соответствии с ФГОС ВО:

Федеральный государственный образовательный стандарт высшего образования - бакалавриат по направлению подготовки
38.03.04 Государственное и муниципальное управление (приказ Минобрнауки России от 13.08.2020 г. № 1016)

Рабочая программа утверждена на заседании кафедры Экономики, управления и финансов

Протокол от «11» апреля 2022 г., протокол № 4

Срок действия программы: 2022-2027 уч.г.

1. ЦЕЛИ ОСВОЕНИЯ ДИСЦИПЛИНЫ	
1.1	Образовательная: формирование лингвистической, коммуникативной и социально-культурной компетенции, развитие коммуникативной компетентности; расширение общего кругозора, способности к самообразованию, повышение уровня общей культуры, культуры мышления, общения и речи
1.2	Развивающая: развитие личности, создание условий для самоопределения и социализации обучающихся на основе социокультурных, духовно-нравственных ценностей и принятых в российском обществе правил и норм поведения в интересах человека, семьи, общества и государства, формирование у обучающихся чувства патриотизма, гражданственности, уважения к памяти защитников Отечества и подвигам Героев Отечества, закону и правопорядку, человеку труда и старшему поколению, взаимного уважения, бережного отношения к культурному наследию и традициям многонационального народа Российской Федерации, природе и окружающей среде;
1.3	Воспитательная: реализация целей, задач, мероприятий рабочей программы воспитания обучающихся.

2. МЕСТО ДИСЦИПЛИНЫ (МОДУЛЯ) В СТРУКТУРЕ ОБРАЗОВАТЕЛЬНОЙ ПРОГРАММЫ	
Цикл (раздел) ОП:	Б1.В.02
2.1	Требования к предварительной подготовке обучающегося:
2.1.1	Иностранный язык
2.1.2	Современный русский язык
2.1.3	Этика и культура государственной и муниципальной службы
2.2	Дисциплины (модули) и практики, для которых освоение данной дисциплины (модуля) необходимо как предшествующее:

3. КОМПЕТЕНЦИИ ОБУЧАЮЩЕГОСЯ, ФОРМИРУЕМЫЕ В РЕЗУЛЬТАТЕ ОСВОЕНИЯ ДИСЦИПЛИНЫ И ИНДИКАТОРЫ ИХ ДОСТИЖЕНИЯ	
УК-4: Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)	
УК-4.1 Знать: - принципы построения устного и письменного высказывания на русском и иностранном языках; - особенности деловой коммуникации в устной и письменной формах на государственном языке Российской Федерации – русском языке	
Знать:	
Уровень 1	слабо знать принципы построения устного и письменного высказывания на русском и иностранном языках;
Уровень 2	знать с незначительными ошибками принципы построения устного и письменного высказывания на русском и иностранном языках;
Уровень 3	свободно знать принципы построения устного и письменного высказывания на русском и иностранном языках;
УК-4.2 Уметь: - осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации; - осуществлять деловую коммуникацию на иностранном(ых) языке(ах)	
Уметь:	
Уровень 1	слабо уметь осуществлять деловую коммуникацию на иностранном(ых) языке(ах);
Уровень 2	уметь с незначительными ошибками осуществлять деловую коммуникацию на иностранном(ых) языке(ах);
Уровень 3	свободно уметь осуществлять деловую коммуникацию на иностранном(ых) языке(ах);
УК-4.3 Владеть: - способностью осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)	
Владеть:	
Уровень 1	слабо владеть способностью осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)
Уровень 2	владеть с незначительными ошибками способностью осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)
Уровень 3	свободно владеть способностью осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)

В результате освоения дисциплины (модуля) обучающийся должен

3.1	Знать:
3.1.1	принципы построения устного и письменного высказывания на русском и иностранном языках;
3.2	Уметь:
3.2.1	осуществлять деловую коммуникацию на иностранном(ых) языке(ах);
3.3	Владеть:
3.3.1	способностью осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)

4. СТРУКТУРА И СОДЕРЖАНИЕ ДИСЦИПЛИНЫ						
Код занятия	Наименование разделов и тем /вид занятия/	Семестр / Курс	Часов	Компетенции	Интегракт.	Примечание

	Unit 1. Analytical and synthetic languages. English as a lingua franca. The future of English.					
1.1	/Пп/	4	2	YK-4.1 YK-4.2 YK-4.3	0	Topic content: analytical and synthetic languages, inflections, language history, features, occurrence and globalization. Grammar: Tense system. Times of active voice. Conjugations of the verbs "to be", "to have". Constructions there is / there are and their negative forms.
1.2	/Cp/	4	15	YK-4.1 YK-4.2 YK-4.3	0	Topic content: analytical and synthetic languages, inflections, language history, features, occurrence and globalization. Grammar: Tense system. Times of active voice. Conjugations of the verbs "to be", "to have". Constructions there is / there are and their negative forms.
	Unit 2. The geography of Britain. The United Kingdom of Great Britain. The British Isles.					
2.1	/Пп/	4	3	YK-4.1 YK-4.2 YK-4.3	0	Topic content: Country and people. Geography. Politics. The country of four nations. Identifying symbols of the four nations. Grammar: Indefinite article. Definite article. Zero article. Auxiliary verbs.
2.2	/Cp/	4	15	YK-4.1 YK-4.2 YK-4.3	0	Topic content: Country and people. Geography. Politics. The country of four nations. Identifying symbols of the four nations (flag, plant, color and patron saint). The dominant of England. The Union Jack. Grammar: Indefinite article. Definite article. Zero article. Auxiliary verbs.
	Unit 3. History of GB					
3.1	/Пп/	4	2	YK-4.1 YK-4.2 YK-4.3	2	Topic content. The earliest times (Stonehenge, the Celts, the Romans), the Saxon invasion and the Vikings. A legendary British Leader - King Arthur. Grammar: Present Tenses. State verbs. Time expressions.
3.2	/Cp/	4	15	YK-4.1 YK-4.2 YK-4.3	0	Topic content. The earliest times (Stonehenge, the Celts, the Romans), the Saxon invasion and the Vikings. A legendary British Leader - King Arthur. Grammar: Present Tenses. State verbs. Time expressions.
	Unit 4. The Constitution. Parliament. The Government.					
4.1	/Пп/	4	3	YK-4.1 YK-4.2 YK-4.3	2	Topic content: The system of government. Functions of parliament. Functions of Prime Minister. The royal family. Grammar: Past Tenses. Plural nouns. Collective nouns.
4.2	/Cp/	4	15	YK-4.1 YK-4.2 YK-4.3	0	Topic content: The system of government. Functions of parliament. Functions of Prime Minister. The royal family. Grammar: Past Tenses. Plural nouns. Collective nouns.
	Unit 5. Politics.					
5.1	/Пп/	4	3	YK-4.1 YK-4.2 YK-4.3	2	Topic content: The political system of the UK. The largest political parties. The election timetable. Grammar: Future Tenses. Other ways of talking about future. Will vs going to.
5.2	/Cp/	4	15	YK-4.1 YK-4.2 YK-4.3	0	Topic content: The political system of the UK. The largest political parties. The election timetable. Grammar: Future Tenses. Other ways of talking about future. Will vs going to.
	Unit 6. The law. The police.					
6.1	/Пп/	4	3	YK-4.1 YK-4.2 YK-4.3	2	Topic content: the legal system in England and Wales. People in law cases. The police. Crime and punishment. Grammar: infinitive or gerund.
6.2	/Cp/	4	15	YK-4.1 YK-4.2 YK-4.3	0	Topic content: the legal system in England and Wales. People in law cases. The police. Crime and punishment. Grammar: infinitive or gerund.

6.3	зачет /Пр/	4	2	УК-4.1 УК-4.2 УК-4.3	0	Промежуточная аттестация
Unit 7. Writing formal letters						
7.1	/Пр/	5	3	УК-4.1 УК-4.2 УК-4.3	0	Topic content: the Resume, Letters of Application, Follow-up Letters, Letters Declining a Job Offer, Letters of Resignation. Grammar: Conditional sentences. Types 0,1,2 and 3. Mixed conditionals.
7.2	/Ср/	5	8	УК-4.1 УК-4.2 УК-4.3	0	Topic content: the Resume, Letters of Application, Follow-up Letters, Letters of Reference and Recommendation, Letters Declining a Job Offer, Letters Rejecting a Job Applicant, Letters of Resignation, Letters of Introduction. Grammar: Conditional sentences. Types 0,1,2 and 3. Mixed conditionals.
Unit 8. Social business letters						
8.1	/Пр/	5	3	УК-4.1 УК-4.2 УК-4.3	2	Topic content: Letters of Congratulations, Letters of Sympathy, Letters of Appreciation, Invitations, Announcements. Grammar: Modal verbs. Obligation and necessity (must, have to, need); suggestions, advice (should, ought to, could); expressing ability (can, be able to).
8.2	/Ср/	5	10	УК-4.1 УК-4.2 УК-4.3	0	Topic content: Letters of Congratulations, Letters of Sympathy, Letters of Appreciation, Invitations, Announcements. Grammar: Modal verbs. Obligation and necessity (must, have to, need); suggestions, advice (should, ought to, could); expressing ability (can, be able to).
Unit 9. Wonders of the world						
9.1	/Пр/	5	2	УК-4.1 УК-4.2 УК-4.3	2	Topic content. 7 wonders of the world. Ancient wonders. Record breakers. Man-made wonders. Grammar: types of questions. General questions. Special/WH questions. Tag questions. Choice questions.
9.2	/Ср/	5	10	УК-4.1 УК-4.2 УК-4.3	0	Topic content. 7 wonders of the world. Ancient wonders. Record breakers. Man-made wonders. Grammar: types of questions. General questions. Special/WH questions. Tag questions. Choice questions.
Unit 10. Life in the 21st century. Stress and technostress.						
10.1	/Пр/	5	2	УК-4.1 УК-4.2 УК-4.3	2	Topic content: technological revolution, the impact of the Internet and social networks on human health. Grammar: Prepositions of time, place. Phrasal verbs.
10.2	/Ср/	5	10	УК-4.1 УК-4.2 УК-4.3	0	Topic content: technological revolution, the impact of the Internet and social networks on human health. Grammar: Prepositions of time, place. Phrasal verbs.
Unit 11. Phobias and prejudices.						
11.1	/Пр/	5	2	УК-4.1 УК-4.2 УК-4.3	0	Topic content: Define the term «phobia». Xenophobia. Hamartophobia. Aerophobia. Hodophobia. Social phobia. Homophobia, heterosexism and sexual prejudices. Sexual harassment. Sexism. Grammar: Past Simple vs Present Perfect. Used to + infinitive.
11.2	/Ср/	5	10	УК-4.1 УК-4.2 УК-4.3	0	Topic content: Define the term «phobia». Xenophobia. Hamartophobia. Aerophobia. Hodophobia. Social phobia. Homophobia, heterosexism and sexual prejudices. Sexual harassment. Sexism. Grammar: Past Simple vs Present Perfect. Used to + infinitive.
Unit 12. Science and technology. Silicon Valley.						
12.1	/Пр/	5	2	УК-4.1 УК-4.2 УК-4.3	2	Topic content: genetic revolution, cloning, artificial intelligence, where the silicon valley is located and what is famous for. Grammar: passive voice. Real or unreal time. Wishes and regrets. Present and past wishes. Expressions of regret. Revision Test.
12.2	/Ср/	5	10	УК-4.1 УК-4.2	0	Grammar: passive voice. Real or unreal time. Wishes and regrets. Present and past wishes. Expressions of

				УК-4.3		regret.
12.3	/Экзамен/	5	36	УК-4.1 УК-4.2 УК-4.3	0	Промежуточная аттестация

5. ФОНД ОЦЕНОЧНЫХ СРЕДСТВ

5.1. Контрольные вопросы и задания

Вопросы для текущего контроля

Unit 1.

1. What does the term «international language» mean?
2. What is the best known artificial international language?
3. Is Esperanto a dead language?
4. Why English is called International language?
5. What makes language universal?
6. What does «lingua franca» mean?
7. What are the current problems with English?
8. What is the difference between the second language and mother tongue?
9. What countries is English spoken in?
10. How has American English been influenced?
11. Which American words have been assimilated back into British English?
12. What words remain distinctively American?
13. What words remain distinctively Australian?
14. List the languages that have had an important influence on English.
15. What is the main grammatical difference between Old English and Modern English?
16. What are the examples of Old English words?
17. When were Latin and Greek words adapted into Old English?
18. When did modern English begin?

Unit 2.

1. Where geographically is the United Kingdom situated?
2. What islands does the UK consist of?
3. How many countries does the UK consist of? Name all of them.
4. What are the symbols of England, Wales, Scotland and Northern Ireland?
5. What water bodies is the country washed by?
6. What Channel separates Britain from France?
7. What islands are self-governing in the UK?
8. Who inhabited the British Isles before the Roman invasion?
9. Who invaded Britain during its history?
10. When and by whom was Christianity introduced?
11. What happened in 1066?
12. Where did William the Conqueror come from?
13. What mountain range is called the "backbone of England"?
14. What are the highest peaks in the British Isles?
15. How can you describe the climate of the UK?
16. What does the word "Britain" mean in everyday speech?
17. What is the flag of the United Kingdom made up of?
18. What do three lions in the Royal Arms symbolize?
19. What does the unicorn symbolize?
20. Explain the differences between these expressions: Great Britain and the United Kingdom.

Unit 3.

1. Explain why Stonehenge is considered to be the most famous and mysterious sites in the world.
2. Why are the Celts so important in British history?
3. Why did Julius Caesar view the Celts as barbarian?
4. What is left in modern Britain from the Roman period (43-410)?
5. Why the strength of Anglo-Saxon culture is obvious even today?
6. What does the word «Viking» really mean?
7. Why the year 1066 is the best-known date in British history?
8. How did William the Conqueror organize his English kingdom?
9. What was the main cause of the War of the Roses?
10. Why is it called War of the Roses?
11. When did bubonic plague start (the Black Death)?
12. How many wives did Henry VII have?
13. Why Elizabeth I was known as «the virgin queen»?

Unit 4.

1. How many branches does the constitution have?
2. What is unique about the British constitution?
3. What is the British Constitution called?
4. How many parts does the UK Parliament have?
5. Name two functions of Parliament and two of the Prime Minister.

6. What is the difference between the constitutions of the UK and the US?
7. Which of the two Houses of Parliament has more power?
8. What is the difference between a Bill and an Act of Parliament?
9. How can Parliament control the Royal Family?
10. What connections can you find between the Royal Family and the world outside Britain?

Unit 5.

1. Which are the two largest political parties in the UK?
2. How does the political system work in the UK?
3. What is the political system in England?
4. How is the UK governed?
5. When did the UK become a democracy?
6. What do the Tories believe in?
7. What do the Labour Party stand for?
8. What does a Conservative Party stand for?
9. How a bill becomes a law?
10. How are frontbenchers and backbenchers?

Unit 6.

1. Who is responsible for making laws in Britain?
2. In the UK, what is the difference between criminal and civil law?
3. What is the most common type of law court in England and Wales?
4. Name three other types of British courts.
5. What is the difference between a solicitor and a barrister?
6. How are people chosen to serve on a jury?
7. Describe the organisation of the police force.
8. Is there a national police force in Britain?

Вопросы для промежуточной аттестации

Unit 7.

1. Main aspects of writing the resume (data sheet/ vita).
2. What things should be included in a resume?
3. What should not be included in a resume?
4. What are the common mistakes of a resume?
5. What personal data should be included in a resume?
6. How to write letters of application?
7. Main characteristics of follow-up letters.
8. Letters of reference and recommendation.
9. Letters declining a job offer.
10. Letters rejecting a job applicant.
11. Letters of resignation.
12. Letters of introduction.

Unit 8.

1. Rules of writing letters of congratulations.
2. Rules of writing letters of sympathy.
3. Rules of writing letters of appreciation.
4. Rules of writing invitation letters.
5. Rules of writing announcements.

Unit 9.

1. What are the 7 wonders of the ancient world?
2. What are the 7 wonders of the world today?
3. By what the Hanging Gardens of Babylon were destroyed?
4. What is another name for the Pharos of Alexandria?
5. Was the Taj Mahal originally built as a palace, a temple, or a tomb?
6. What holds the stones used in the walls of Machu Picchu together?
7. When was the Colosseum destroyed?
8. Why was the Great Wall of China built?

Unit 10.

1. Why do many people feel stressed at work?
2. What kind of situation can be called stressful?
3. How do many people cope with stress? What mistakes do they usually make?
4. Why is stress dangerous not only to our health but to the health of those around us?
5. Why do people react to stress in different ways?
6. How can we avoid or minimize stress?
7. Why are anti-anxiety medications and anti-depressants dangerous to our health?
8. Do you know any effective ways to cope with stress? Say a few words about them.

Unit 11.

1. What is the most common phobia in the world?

2. How are phobias developed?
3. Does everyone have a phobia? Which phobia do you have?
4. What is a prejudice?
5. What kinds of prejudice do you know?
6. What does term «heterosexism» mean?
7. What does term «homophobia» mean?
8. Describe the examples of gender discrimination.

Unit 12.

1. What does the word “science” mean?
2. Do you agree with the statement that “Science is more important than religion in today’s world”?
3. Have computers changed society for the better or for the worse?
4. What do you think are the main dangers of scientific advances?
5. Which invention would you most like to have invented?
6. What is Silicon Valley mean?
7. Where is Silicon Valley located?
8. What is the capital of Silicon Valley?
9. What is Silicon Valley famous for?
10. What companies are in Silicon Valley?
11. Why do companies go to Silicon Valley?

5.2. Темы письменных работ

Перечень тем для эссе:

1. Crime and punishment. Inside a prison.
2. The constitutional system of your own country.
3. The Royal Family.
4. English as a lingua franca.
5. Future of English language.
6. Addicted to social networks.
7. What is the true future of television.
8. «Veni, vidi, vici». Julius Caesar and how he saw Britain.
9. The legend of Camelot.
10. Raiders from the Sea (Vikings).
11. The Norman Conquest of England.
12. The language of Beowulf.
13. Robin Hood is a legendary folk hero.
14. Oliver Cromwell and the English republic.
15. Admiral Horatio Nelson - Britain’s national hero.
16. Queen Victoria’s reign.
17. Britain at war - the First World War and the Second World War
18. Who governs Britain?
19. Oxford vs Cambridge: which is better?
20. They claim red meat is bad for you. But I never saw a sick-looking tiger (c.) Express your opinion concerning vegetarian diet.
21. Animal magic - pet therapy for dementia.
22. William Shakespeare: plays, quotes and poems.
23. A tourist’s destination - Chernobyl.
24. The Grand Canyon’s greatness.
25. Bermuda Triangle’s mystery.

5.3. Фонд оценочных средств

Тематика самостоятельной практической работы

Exercise 1.

Check the meaning of these twelve expressions from the unit. Make one sentence from each set of words, using them in any order, to describe the British system.

- a. MPs election House of Commons
- b. Prime Minister ministers Cabinet c. majority House of Lords hereditary d. bill Royal Assent Act of Parliament

Exercise 2. Turn the following nouns into adjectives:

constitution ceremony politics administration empire royalty

Exercise 3. Writing.

What are the equivalent of MPs in your own country? What does their work involve? List their responsibilities and write a short paragraph describing their work.

Exercise 4. Use the words and expressions below to fill the gaps in the sentences below: constituencies Opposition private sector manifesto general election devolution

1. The United Kingdom is divided into about 650 parliamentary_____.
2. A_____takes place every four or five years.
3. Before an election, each party prepares a_____which outlines their policies.
4. An important Conservative policy was the return of state industries to the_____.
5. The Labour government asked the public to vote on _____ in Scotland and Wales.

Exercise 5. Work in pairs. Use the six expressions above to write sentences about your own political system.

Exercise 6. The law has its own vocabulary. Match these words with their translation.

- | | |
|---------------|---|
| a. arrest | person charged in a court of law |
| b. bankruptcy | give a punishment |
| c. burglary | found to have broken a law |
| d. defendant | stick carried by a policeman |
| e. fraud | inability to pay one's debts |
| f. guilty | breaking into a building to steal |
| g. prosecute | deceiving to make money |
| h. sentence | seize a person by law |
| i. statute | law established by Parliament |
| j. truncheon | bring a criminal charge against someone |

Exercise 7. Write the plural form of the following nouns:

entrepreneur, enterprise, risk, business, return, profit, worker, product, service, wage, work, process, market, source, supply, case, owner, people, key, company, information, firm, manufacturer, quantity, wholesaler, competitor, rival, area, exporter, country.

Exercise 8. Put the verb in brackets into the Present Simple and the Present Perfect.

1. Look! They ___(stop).
2. I ___(want) to see you. I ___(not/see) you for ages!
3. "What ___(be) your name?" – "My name ___(be) always Cole."
4. "You ___(read) this book?" – "Yes." – "What you ___(think) of it?"
5. I ___(not/be) to a zoo before. It ___(be) a nice feeling to go somewhere you never ___(be) before.
6. "You ___(know) Nick?" – "Yes." – "How long you ___(know) him?" – "I ___(know) him for 10 years."
7. There ___(be) a lot of things I ___(want) to do for a long time and I ___(not/do) them.
8. You ___(realize) we ___(know) each other for quite a period of time now? And this ___(be) the first occasion you ___
9. "You ___(know) the girl who just ___(leave) the shop?" – "Yes, that ___(be) Bella York." – "She ___(be) a customer of yours?" – "Not, exactly. She ___(be) here several times, but she never ___(buy) anything."
10. Come in, I ___(be) awake since sun-up.
11. I ___(not/see) your pictures for a long time. Can I look around?
12. It'll be good to see him again. How long he ___(be) away? It ___(seem) ages.
13. I ___(know) you nearly all my life, but I never ___(see) you so excited about anything.

Exercise 9.

9.1. Read and translate the text.

Stress and How to Cope Well With It!

Nowadays many people say that they are tired of their hectic lifestyle. They work too much and stop taking breaks. They forget about everything striving for their goals and they constantly raise the bar. Very often they don't find personal satisfaction in their work and don't love what they do. They have no sense of personal accomplishment and self-satisfaction. Some people don't feel content even when they achieve their goal. On the contrary, they feel disillusioned and dissatisfied. Having climbed the ladder of success they find nothing worthwhile on the top. Constant fatigue, physical and moral exhaustion, monotony and impossible pressure at work and at home can cause stress.

Stress is the emotional and physical strain caused by people's response to pressure from the outside world. Stress causes tension, irritability, anxiety, alarm, loss of concentration, sensations of fear and panic as well as headaches and a fast heartbeat. It can result in a real breakdown of health. Stress can even cause heart disease and cancer.

There are a lot of stressful events in our lives, such as divorce, losing a job or having difficulties at home or at work. But changes for the better can also cause stress, like a new baby, a wedding, and a new house. Pupils and students often face stress from problems at school, poor relationships with peers, strict and demanding teachers, exams and many other problems.

Feeling stressed many people try to find some distraction and to escape their problems. They begin overeating, smoking, drinking, and even taking drugs. But junk food, cigarettes, sleeping pills and alcohol don't help. On the contrary, they make things much worse and more difficult to patch up.

Stress can have a negative influence not only on our physical and mental health, but on the lives of those around us. It often makes us lose control and shout at our spouses, relatives, friends or colleagues. Taking stress out on our nearest and dearest is the easiest way to hurt their feelings and to make them feel depressed too.

People react to stress in different ways. Some of us are more vulnerable to stress than others. People who are always angry, impatient and mistrustful may have more stress-related physical problems.

It is very important to try to avoid stress or at least to minimize it. That's why it is essential to notice early signs of stress and to remove some of its causes. If you catch the trouble early, the problem may be easy to fix.

One of the best ways to cope with stress is to keep a sense of humor in difficult situations. Wise people say that laughter is the best medicine for all diseases. It increases blood flow and it may reduce the risk of heart disease. Besides, laughter makes the body release pleasure chemicals.

Regular leisure activities and relaxing hobbies are also very important in reducing stress. If you feel depressed, yoga, swimming, bicycling, painting or gardening can help you relax, calm down and get a new lease on life. Anti-anxiety medications and anti-depressants can be useful for dealing with short periods of acute stress. But the side effects of such medications can be rather dangerous, that's why they must never be taken as often as vitamins. Besides, anti-anxiety medications and anti-depressants cause addiction and may lead to suicides.

Forget about your problems. Take a day off work, domestic chores and family. Work regular hours and don't forget to take breaks and holidays. Don't expect too much of yourself and don't try to aim higher than your capacity. Have a balance in life. Walk away from stressful situations and be positive and enthusiastic. In other words 'don't worry, be happy.'

9.2. Complete each sentence (A-H) with one of the endings (1-8):

- A. Stress is the emotional and physical strain caused by
- B. Stress causes
- C. Feeling stressed many people try to Find
- D. Stress often makes us
- E. People who are always angry, impatient and mistrustful
- F. One of the best ways to cope with stress is
- G. Regular leisure activities and relaxing hobbies
- H. Anti-anxiety medications and anti-depressants can be useful for

- 1. some distraction and to escape their problems.
- 2. to keep a sense of humor in difficult situations.
- 3. tension, irritability, anxiety, alarm, loss of concentration, sensations of fear and panic as well as headaches and a fast heartbeat.
- 4. are also very important in reducing stress.
- 5. people's response to pressure from the outside world.
- 6. lose control and shout at our spouses, relatives, friends or colleagues.
- 7. dealing with short periods of acute stress.
- 8. may have more stress-related physical problems.

9.3. Match the words from the text with their contextual translations.

ladder of success	возвращение к жизни
hectic	острый стресс
acute stress	домашняя рутина
strive for	самые близкие люди
vulnerable	суматошный
domestic chores	путь к успеху

Exercise 10. Complete each of these idioms.

We had a difficult day at work today. We were all (1)_____under because we are having some important visitors next week and management has decided to pull out all the (2)_____to impress them. We are going to have our work (3)_____out to get everything done in time. Long-term tasks have been put on (4)_____so that everything is ready for our visitors. Anyone who objects has been told that they will (5)_____the sack and everyone who wants to (6)_____the career ladder will have their (7)_____full until the week is over. The visitors would be horrified if they knew what was going on (8)_____the scenes.

hectic acute stress
a new lease on life strive for vulnerable
nearest and dearest domestic chores

Exercise 11. Complete each of these idioms.

We had a difficult day at work today. We were all (1)_____under because we are having some important visitors next week and management has decided to pull out all the (2)_____to impress them. We are going to have our work (3)_____out to get everything done in time. Long-term tasks have been put on (4)_____so that everything is ready for our visitors. Anyone who objects has been told that they will (5)_____the sack and everyone who wants to (6)_____the career ladder will have their (7)_____full until the week is over. The visitors would be horrified if they knew what was going on (8)_____the scenes.

Exercise 12. Put the verb in brackets into the Present Simple and the Present Continuous.

- 1. These things____(not/belong) to my parents.
- 2. Look! He____(come). I (want) to speak to him.
- 3. This stream____(flow) to the lake at the bottom of the valley.
- 4. Today the river____(flow) much faster than usual.
- 5. _____(it/ever/rain) on Madeira?
- 6. They usually____(grow) vegetables in their garden but this year they_____(not/grow) any.
- 7. - Can you ride a bicycle? - No, but I _____(learn). My brother _____(teach) me.
- 8. You can borrow my dictionary. I____(not/need) it at the moment.
- 9. I usually____(enjoy) music but I_____(not/enjoy) this record very much.
- 10. I_____(not/believe) this man's story.
- 11. My brother_____(live) in Cardiff. He has always lived in Wales. Where_____(your/sister/live)?
- 12. Mike is in England now. He_____(stay) with some friends.
- 13. She_____(look for) a new flat at the moment.
- 14. - What_____(your husband/do)? - He's a broker but he_____(not/work) at the moment.

Exercise 13.

- Complete each of these idioms with one word.
- 1. The job looks good on_____, but the reality is quite different.
 - 2. I'd hate to work in a run-of-the-_____job.
 - 3. Tara has been up to_____eyes in work all day.
 - 4. When John retires, his son will_____into his shoes.
 - 5. My cousin's an up-and-_____musician.
 - 6. I must try to get out of a_____at work.
 - 7. I've been on the_____all day.
 - 8. Why did Kristy's boss give her the_____?
 - 9. I wish you wouldn't talk_____all the time!

10. Rosie was very thrilled to be _____hunted for her new job. Exercise
 11. Match idioms with their meaning.

Exercise 15.

- A. bottom of the career ladder
- B. a dead-end job
- C. run-of-the-mill
- D. to get out of a rut
- E. to pull out all the stops
- F. to get the sack
- G. to step into smb shoes
- H. to rush off smb feet
- I. to have work cut out
- J. up-and-coming
- K. to be headhunted
- L. to climb to the top of the career ladder

- 1. becoming more and more successful
- 2. escape from a monotonous, boring situation
- 3. made a great effort to do something well
- 4. in a low position in a work organization
- 5. get to a top position in a work organization
- 6. to be invited to join a new workplace which had noticed your talents
- 7. to have something very difficult to do
- 8. to be dismissed from job
- 9. boring, routine
- 10. job without a good future
- 11. take over smb's place/job
- 12. very busy

Exercise 15. Put the verb into the gerund or the infinitive:

- 1. She delayed _____(get) out of bed.
- 2. He demanded _____(speak) to the manager.
- 3. I offered _____(help).
- 4. I miss _____(go) to the beach
- 5. We postponed _____(do).
- 6. I'd hate _____(arrive) too late.
- 7. She admitted _____(steal) the money.
- 8. I chose _____(work) here.
- 9. She waited _____(buy) a drink.
- 10. I really appreciate _____(be) on holiday.
- 11. I couldn't help _____(laugh).
- 12. It seems _____(be) raining.
- 13. I considered _____(move) to Spain.
- 14. They practiced _____(speak).
- 15. Finally I managed _____(finish) the work.
- 16. I really can't stand _____(wait) for the bus.
- 17. Unfortunately, we can't afford _____(buy) a new car this year.
- 18. She risked _____(be) late.
- 19. I'd love _____(come) with you.
- 20. I prepared _____(go) on holiday.

Exercise 16. Fill in the table.

CAPITAL	SYMBOL	FLAG				
England						Scotland
Wales						
Northern Ireland						

5.4. Перечень видов оценочных средств

- 1. Вопросы и задания по текущему контролю
- 2. Вопросы к промежуточной аттестации (зачет, экзамен)
- 3. Тематика самостоятельной практической работы

6. УЧЕБНО-МЕТОДИЧЕСКОЕ И ИНФОРМАЦИОННОЕ ОБЕСПЕЧЕНИЕ ДИСЦИПЛИНЫ

6.1. Рекомендуемая литература

6.1.1. Основная литература

	Авторы	Заглавие	Издательство, год	Эл. адрес
Л1.1	Анюшенкова О.Н., Щекочихина С.В.	Английский язык в сфере государственного и муниципального управления : учебное пособие	Москва : КноРус, 2021	https://book.ru/book/938433
Л1.2	Щекочихина С.В., Анюшенкова О.Н.	Английский язык в сфере государственного и муниципального управления.	Москва : КноРус, 2021	https://book.ru/book/939832

		Продвинутый уровень : учебное пособие		
Л1.3	М.А. Белогаш, И.Ф. Драчинская, Н.Г. Кондрахина [и др.]	Английский язык в профессиональной сфере: Менеджмент : учебное пособие	Москва : КноРус, 2021	https://book.ru/book/936544
Л1.4	Мельничук М.В., под ред., Белогаш М.А.	Economics. Finance. Management = Английский язык в сфере экономики, финансов и менеджмента : учебник	Москва : КноРус, 2021	https://book.ru/book/936549

6.1.2. Дополнительная литература

	Авторы	Заглавие	Издательство, год	Эл. адрес
Л2.1	Васильева Е.А.	English grammar: 100 main rules (Английская грамматика: 100 основных правил) : справочник	Москва : Проспект, 2015	https://book.ru/book/916416
Л2.2	Еныгин Д.В., Мидова В.О.	English for Masters. Management. Part 1 : учебное пособие	Москва : Русайнс, 2021	https://book.ru/book/942049
Л2.3	Мезенцева А.И., Бурлай Н.В.	Foreign language for scientific and research work=Иностранный язык для научно-исследовательской работы : учебно-методическое пособие	Москва : Русайнс, 2021	https://book.ru/book/940214

6.2. Перечень ресурсов информационно-телекоммуникационной сети «Интернет»

Э1	Book.ru: Электронно-библиотечная система : [сайт]. — URL: https://www.book.ru КонсультантПлюс: справочная правовая система : [сайт]. — URL: http://www.consultant.ru
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6.3.1 Перечень программного обеспечения

6.3.1.1	Программное обеспечение WinSL 8.1 RUS OLP NL AcdmcLegalization, 4HR-00399
6.3.1.2	Программное обеспечение WinPro 8.1 RUS OLP NL Acdmc, FQC-08171
6.3.1.3	Программное обеспечение Microsoft Office Professional Plus 2013 Russian OLP NL AcademicEdition, 79P-04728
6.3.1.4	Программное обеспечение Линко V 8.0
6.3.1.5	Adobe Acrobat Reader (свободно распространяемая)
6.3.1.6	Mozilla Firefox (свободно распространяемая)

6.3.2 Перечень современных профессиональных баз данных и информационных справочных систем

6.3.2.1	Российская государственная библиотека (https://www.rsl.ru)
6.3.2.2	Университетская информационная система РОССИЯ (https://uisrussia.msu.ru)
6.3.2.3	Научная электронная библиотека (https://elibrary.ru/)
6.3.2.4	Единое окно доступа к образовательным ресурсам (http://window.edu.ru)
6.3.2.5	База данных журналов издательства Оксфордского университета (https://academic.oup.com/journals/)
6.3.2.6	Журналы издательства Cambridge University Press (https://www.cambridge.org/ru/cambridgeenglish)
6.3.2.7	Типологическая база данных «Всемирный атлас языковых структур» (https://wals.info)

7. МАТЕРИАЛЬНО-ТЕХНИЧЕСКОЕ ОБЕСПЕЧЕНИЕ ДИСЦИПЛИНЫ

7.1	Учебные аудитории для проведения занятий семинарского типа (практических занятий), укомплектованные специализированной мебелью и техническими средствами обучения: компьютерной техникой с возможностью выхода в «Интернет».
7.2	Учебные аудитории для групповых и индивидуальных консультаций, укомплектованные специализированной мебелью и техническими средствами обучения: компьютерной техникой с возможностью выхода в «Интернет».
7.3	Учебные аудитории для текущего контроля успеваемости и промежуточной аттестации, укомплектованные специализированной мебелью и техническими средствами обучения: компьютерной техникой с возможностью выхода в «Интернет».
7.4	Помещения для самостоятельной работы обучающихся, оснащенные компьютерной техникой с возможностью подключения к сети «Интернет» и обеспечением доступа в электронную информационно-образовательную среду ЧОУ ВО «МАЭУ».
7.5	Помещения для хранения и профилактического обслуживания учебного оборудования.

8. МЕТОДИЧЕСКИЕ УКАЗАНИЯ ДЛЯ ОБУЧАЮЩИХСЯ ПО ОСВОЕНИЮ ДИСЦИПЛИНЫ

В дисциплине "Иностранный язык в профессиональной деятельности (Английский)" практические занятия требуют от студента интенсивной работы, а именно:

- внимательного конспектирования с подробным фиксированием основных ее положений, формулировок определений, центральных понятий лингвистики, иллюстративных фактов;
- тщательной проработки предыдущей темы для ответа на вопросы преподавателя, заданные с целью повторения пройденного материала;
- участия в дискуссиях, инициированных преподавателем;
- самостоятельного решения практических задач;
- подготовки сообщений на основе рекомендуемой дополнительной литературы и с привлечением Интернет-ресурсов;
- самостоятельного подбора примеров из разных языков, иллюстрирующих теоретические положения лингвистики;
- осуществления самоконтроля знаний и применения этих знаний на практических занятиях данной дисциплины
- использование он-лайн словарей и другими толковыми и нормативными словарями иностранного языка.

На практические занятия выносятся ключевые темы курса или наиболее сложные проблемы, которые требуют дополнительной проработки.

Подготовка к практическому занятию включает:

- изучение рекомендуемых учебников и дополнительной литературы;
- выполнение конспекта первоисточников;

- подготовку устных и письменных сообщений, докладов по избранной теме.

Участие в практическом занятии включает:

- активное участие студентов в обсуждении вопросов по плану занятия, в дискуссиях;
- аргументирование собственной точки зрения по тому или иному вопросу;
- обобщение языковых фактов;
- формулирование выводов по теоретической проблеме;
- самостоятельное решение конкретных лингвистических задач;
- фиксирование наиболее сложных положений и обсуждаемых проблем.

Самостоятельная работа завершает задачи всех видов учебной работы. Самостоятельная работа способствует:

- углублению и расширению знаний;
- формированию интереса к познавательной деятельности;
- овладению приемами процесса познания;
- развитию познавательных способностей.